



REQUEST FOR QUALIFICATIONS

SUPPORT SERVICES FOR THE WATERSHED OPERATIONS REMOTE MONITORING PROGRAM

RFQ #2015-010

Direct questions or information requests related to this RFQ to:

msd.procurement@cincinnati-oh.gov

SCHEDULE

Release Date	December 29, 2016
Pre-submittal Meeting	N/A
RFQ Questions / Comments Deadline	JANUARY 8, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
SUBMITTAL DEADLINE /TIME	JANUARY 15, 2016, 1:30 p.m. (Cincinnati, Ohio Time)
Evaluation Dates	January 16 – January 22, 2016
Negotiation and Award	By or before March 1, 2016

**ALL SUBMITTAL DELIVERIES ARE TO BE SENT TO: CITY PURCHASING DIVISION
(SEE RFQ SECTION 1.9 FOR SPECIFIC LOCATIONS)**

The functional address of City Purchasing Division is:
805 Central Avenue
Two Centennial Plaza, Suite 234
Cincinnati, Ohio 45202
(513) 352-3209

NOTE: Consult the information about this offer on the City of Cincinnati Internet web site at <https://data.cincinnati-oh.gov>., which also includes the rules and registration information about the MSDGC Small Business Enterprise Program.

Offeror may register as a City vendor online at www.cincinnati-oh.gov/vss.

REQUEST FOR QUALIFICATIONS
(PROGRAM MANAGEMENT SERVICES FOR THE
WATERSHED OPERATIONS REMOTE MONITORING PROGRAM)

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1 REQUEST

1.1 INTRODUCTION

The City of Cincinnati, through its Department of Sewers (the “City”), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (“MSDGC”) is issuing this Request for Qualifications (hereinafter “RFQ”), pursuant to the provisions of applicable Ohio law and MSDGC policy, from parties (hereinafter “Offeror”). Offeror shall provide the City with assistance for the purpose of completing the activities associated with the Scope of Services, below.

1.2 GENERAL BACKGROUND AND INFORMATION

MSDGC provides wastewater collection and treatment for various municipal and unincorporated populations of Hamilton County, which has over 800,000 residents, as well as services to portions of Butler, Clermont, and Warren Counties. MSDGC's service area covers more than 400 square miles. Over 200,000 separate sewer connections tie into MSDGC's 3,000+ miles of sanitary and combined sewers.

The Board of County Commissioners of Hamilton County, Ohio (the “Board”) created MSDGC in 1968. MSDGC is operated under a 50-year contractual agreement with the City. The agreement consolidated the City sewerage services (its own and contractual services provided to 20+ other Hamilton County political subdivisions) with those of Hamilton County's Sewer District No. 1. Under the agreement, the City provides exclusive management of the sewer district's services, per the requirements as outlined in Chapter 6117 of the Revised Code of Ohio, while the Board funds its operating and capital budgets, sets rate structures, and determines its rules and regulations.

1.3 PROJECT BACKGROUND AND INFORMATION

MSDGC has been implementing a watershed-based plan to reduce the discharge of pollutants to public waterways. The goal is to maximize the value of existing infrastructure by the intelligent and controlled operations of storage, conveyance and treatment. A component of this plan involves acquisition of real-time level and/or flow data at selected locations throughout the wastewater collection system to guide automatic wet weather operational decisions. MSD has a cloud-based application of the GEIP platform to host the data and provide interface for system users. The Remote Monitoring Program was started in 2015 to provide a singular “home” for all of the District's needs for field data (level, flow, rainfall, and in the future, water quality) as well as to support the needs of the watershed-based operational strategies. It has revamped and replaced the legacy Flow Monitoring Program to better serve the existing data needs of the District (for planning decisions and model calibration/validation) as well as to support new goals of the District that include operational optimization during wet weather conditions. As such, this program provides streamlined service, efficient equipment maintenance, consistent data collection and management, and reduction in costs.

1.4 SCOPE OF SERVICES

The Remote Monitoring Program encompasses hundreds of sensors, including level, flow and rain gage equipment, and the processes and procedures to properly collect and manage this vast amount of data. The Offeror must be knowledgeable and experienced with all of these type of equipment and will be expected to review, evaluate and recommend the best equipment and procedures to be used to achieve use of existing flow monitoring equipment, as well as evaluate new sensor and data transfer technologies for MSDGC's implementation. Further, as the reliability and accuracy of the field data is of paramount importance, the Offeror must be knowledgeable and experienced with industry best-practices relating to the quality control and quality assurance of field data and ensure data is collected and reviewed properly. Finally, the Offeror's principal staff member must be available to coordinate with the Watershed Operations staff and other Watershed Operations programs on a daily basis.

Specific tasks include, but are not limited to:

1. Review or develop recommended flow monitoring and level monitoring locations to maximize the information provided by each monitor.
2. Evaluate the potential use for MSD's existing flow monitoring equipment in the program.
3. Evaluate available level sensor technologies that can be used out-of-the-box or with controllable, minimal-cost modifications for widespread installation.
4. Evaluate wireless data transfer technologies for the data to the GEIP platform.
5. Monitor data quality from installed equipment and coordinate its timely maintenance and repair to ensure maximum availability and uptime.
6. Develop and/or review algorithms to identify data patterns pertinent to improving the accuracy and timeliness of a monitor's alert.
7. Develop and deploy algorithms to automatically identify and flag maintenance needs and data errors.
8. Develop and or review data and metadata (*photo, maps, field notes, calibrations, etc.*) protocols for collection, storage and review. The protocols would be automated where possible. This would include a system to identify and automatically alert for missing data or metadata.
9. Evaluate data from installed equipment to ensure that the selected location, equipment, data transfer and alert logic properly and efficiently support the project goals.
10. Support the integration of water quality monitoring technologies to reduce the volume of pollutants in discharge wastewater.
11. Provide oversight of the rain gauge network communication and integration upgrade.
12. Provide oversight to monitoring equipment maintenance vendors under contract to MSDGC.

Note: All finished products and documents shall be the sole property of MSDGC.

1.5 QUALIFICATIONS

The qualified professionals must have extensive technical experience in the following areas:

1. **Sewer system monitoring equipment selection and placement** – focusing on which equipment is best suited for each location and purpose, and which sites are most conducive to quality data collection
2. **Sewer system monitoring equipment maintenance** – focusing on how to most cost effectively manage a fleet of hundreds of sensors through internal and contracted resources
3. **Field data quality control and quality assurance procedures** – focusing on how to ensure the integrity and quality of data collected for planning and validation of large scale public works projects
4. **Flow monitoring program management** – focusing on how to manage a team of internal and external resources to meet the program’s goals.

1.6 TIMETABLE

Milestones for the Process are:

Release Date	DECEMBER 29, 2015
Pre-submittal Meeting	N/A
RFQ Questions / Comments Deadline	JANUARY 8, 2015, 1:30 p.m. (Cincinnati, Ohio Time)
SUBMITTAL DEADLINE /TIME	JANUARY 15, 2015, 1:30 p.m. (Cincinnati, Ohio Time)
Evaluation Dates	January 16 – January 22, 2015
Negotiation and Award	By or before March 1, 2015

1.7 QUESTIONS/COMMENTS CONCERNING THE RFQ

The City will **only** entertain written questions or comments concerning this RFQ by the deadline provided above. These **must** be sent electronically to:

msd.procurement@cincinnati-oh.gov.

1.8 PRE-SUBMITTAL MEETING

The City may conduct a pre-submittal meeting for this Project. If a pre-submittal meeting is scheduled, the date, time and location of the pre-submittal meeting will either be identified on the project’s web page or will be identified in an addendum. A pre-submittal meeting, if one is to be held, **is not** a mandatory requirement.

1.9 RFQ SUBMISSIONS AND LOCATION

- One fully executed, printed and bound “Original” submittal and three “Copies”, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive) shall be received by the City at the locations, time, and date specified herein. The original shall be clearly marked.

Offerors may hand deliver the submittals to:

***City of Cincinnati Purchasing Division
805 Central Avenue
Two Centennial Plaza, Suite 234
Cincinnati, Ohio 45202***

- If any Offeror transmits its printed and bound submittal copies by paid courier, or by the United States Postal Service, they shall be delivered to:

***City of Cincinnati Purchasing Division
805 Central Avenue
Two Centennial Plaza, Suite 234
Cincinnati, Ohio 45202***

- Offeror bears **SOLE RESPONSIBILITY** to deliver the printed and bound submittal copies to the City by the date and by the time specified in this RFQ.
- All bound and printed submittals **MUST** be submitted in a sealed container. The following notations should be legibly inscribed on the outside of the sealed container (fill-in yellow shaded area):

***Offeror Name
RFQ #2015-010
SUPPORT SERVICES FOR THE WATERSHED OPERATIONS
REMOTE MONITORING PROGRAM
January 15, 2015, 1:30 p.m. (Cincinnati, Ohio Time).***

- In addition to the above, the subcategory number and name **MUST** be identified on the surface of the sealed container. Any submittals not so legibly inscribed may render them as “non-responsive” by the City.

Late submittals will not be accepted.

- Any qualifications submitted past the date and time outlined in this RFQ **WILL** be rendered as “non-responsive” by the City.
- ***If requested in writing***, submittals may be withdrawn at any time up to the RFQ deadline date and time, at which time Offeror’s submittals will be considered firm. Such requests should be addressed to msd.procurement@cincinnati-oh.gov.

1.10 COMPETITION INTENDED

Competition shall be generated to the maximum extent practicable, including opportunities for small business enterprises through the MSDGC Small Business Enterprise (SBE) Program. The SBE Inclusion goal for this project is **10%**.

1.11 SELECTION PROCESS AND AWARD CRITERIA

The City will evaluate submittals to achieve the most advantageous outcome based on Offeror qualifications.

The City intends to enter into a contract for the subject matter covered under this RFQ. Selection of an Offeror or Offerors and subsequent award of a contract will comply with applicable Ohio law, and MSDGC policies.

1.11.1 The City has established the following responsiveness criteria as the basis for evaluating an Offeror's submittal to this RFQ. If an Offeror's submittal does not meet the criteria listed below, it may be rendered as "non-responsive" by the City.

Responsiveness of Submittals
OVERALL CRITERIA
<ul style="list-style-type: none"> ● Was submittal received by MSDGC by specified date and time?
<ul style="list-style-type: none"> ● Did Offeror submit 1 original printed offer and 3 copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive)?
<ul style="list-style-type: none"> ● Was submittal properly signed on the Affidavit of Accuracy and Signature Page and was the original notarized Affidavit and appropriate documentation of signatory authorization submitted?
SECTION 2 REQUIREMENTS
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 0 with the submittal?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 1 with the submittal?
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 2 with the submittal?
<ul style="list-style-type: none"> ◊ <i>Did Offeror submit resumes of key personnel?</i>
<ul style="list-style-type: none"> ◊ <i>Did Offeror adhere to the two-page limit per resume?</i>
<ul style="list-style-type: none"> ◊ <i>Did Offeror submit organizational chart for key personnel performing professional services?</i>
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 3 with the submittal?
<ul style="list-style-type: none"> ◊ <i>Did Offeror list no more than five similar projects completed in the past five years?</i>
<ul style="list-style-type: none"> ◊ <i>Did Offeror adhere to the two-page limit per project for each project description summary?</i>
<ul style="list-style-type: none"> ● Did Offeror submit Qualifications Questionnaire Attachment 4 with the submittal?
<ul style="list-style-type: none"> ◊ <i>Did Offeror adhere to the four-page limit for narrative?</i>
<ul style="list-style-type: none"> ◊ <i>Did Offeror provide a completed MSD 172 form?</i>
<ul style="list-style-type: none"> ● Did Offeror submit an Affidavit of Accuracy and Signature Page with the submittal?

1.11.2 The City will review and rank all Offeror's submittals that are received on or before the deadline. The City will then select the submittal that is most advantageous.

1.11.3 The following evaluation factors set forth below will be taken into consideration for the determination of which submittals are most advantageous:

Evaluation Criteria	Max. Weight
Overall Qualifications of the Firm	20%
Qualifications of Key Personnel	40%
Similar Projects	30%
Small Business Enterprise Utilization	10%
Total	100%

1.11.4 Overall qualifications of the firm

1.11.4.1 Under this section, the City will evaluate the Offeror's experience in flow monitoring program management; sewer system monitoring equipment selection, placement and maintenance; and data QA/QC procedure and its' ability to provide the required services described herein.

1.11.5 Qualifications of key personnel

1.11.5.1 Under this section, the City will evaluate the Offeror's personnel; especially the training, education, and experience of the employees who would be assigned to perform the services. The Offeror shall also identify the specialized skills and disciplines that will be required to complete the work, specifically as it relates to flow monitoring program management; sewer system monitoring equipment selection, placement and maintenance; and data QA/QC procedures.

1.11.6 Similar projects

1.11.6.1 Under this section, the City will evaluate the Offeror's past work involving similar projects, for MSDGC or other sewer utilities, similar to the scope of services contained herein, specifically for flow monitoring program management; sewer system monitoring equipment selection, placement and maintenance; and data QA/QC procedures.

1.11.7 Small Business Enterprise utilization

1.11.7.1 Under this section, the City will evaluate the Offeror's understanding of the MSDGC SBE Program tenets and shall describe its philosophy and approach to the utilization, development and growth of diverse firms. The SBE Inclusion goal for this project is **10%**, which will account for 10% of the overall score.

1.11.8 Each submittal will be considered objectively.

1.11.9 Submittals will be evaluated in accordance with the applicable Ohio law and MSDGC policies.

1.12 PROCESS FOR ENTERING INTO AGREEMENT

The City may award a contract to the successful Offeror(s) considering the total requirements for this procurement and what will be determined to be the most advantageous offer to the City.

Each Offeror whose submittal is found to be the most advantageous will be offered the opportunity to enter into a Professional Agreement (PA) with the City.

All work resulting from this RFQ will be based upon a PA. While work scopes and budgets may vary, no work resulting from this RFQ and resulting PA will deviate from the general scope of services as outlined below to include other services not contemplated under the RFQ.

The scope, terms and conditions of that PA shall be in substantial conformance with the terms, conditions and specifications described in this RFQ and with the submittal by the Offeror(s) determined to be the most advantageous.

Any PA that results from the RFQ process would be entered into by the City of Cincinnati through its Department of Sewers (the "City"), as the sole management agency for the operation and maintenance of the sewer system on behalf of the Metropolitan Sewer District of Greater Cincinnati (MSDGC) and a single legal entity that has been properly formed at the time the Offeror delivers the submittal to the City (e.g., corporation, partnership, sole proprietorship, limited liability company, limited liability partnership).

The successful Offeror should be prepared to begin contract negotiations upon notification of the Award. If the Offeror is not able to begin contract negotiations, the City may disqualify that Offeror.

The City reserves the right to negotiate the PA to include any portion or portions of the services covered by this RFQ.

1.13 ADDITIONAL INFORMATION

The City assumes no obligation to accept or take action on any submittal.

Receipt of a contract through this procurement process is not a guarantee of work.

The City reserves the right to ask for additional information and clarification from or about any or all of the Offerors. The City may require selected Offerors to make an oral presentation of their submittals.

The City reserves the right to check all references furnished and consider responses received in determining the award.

The City reserves the right to perform investigations as may be deemed necessary by the City to

assure that competent persons will be and are utilized in the performance of the Agreement and to verify the accuracy of the contents of submittals.

All submittals are subject to the disclosure provisions of the Ohio Public Records provisions of Ohio Revised Code Chapter 149.43.

The City publishes information on the internet web site <https://data.cincinnati-oh.gov>, which includes information concerning the MSDGC Small Business Enterprise Program. Information will also be published on the internet web site <https://vss.cincinnati-oh.gov/webapp/VSSPROD/AltSelfService> (for registered vendors).

The City strongly encourages interested Offerors to frequently monitor these websites for any RFQ updates and/or addenda.

The City further reserves the right to:

1. Reject any or all submittals, to waive any technicalities, immaterial irregularities, or minor informalities in the submittal, to request clarifications or modifications during evaluation, and to select the Offeror whose submittal, in the City's judgment, is most advantageous.
2. Eliminate any Offeror who submits an incomplete or inadequate submittal or is not responsive to the requirements of this RFQ.
3. Supplement, amend, or otherwise modify the RFQ through the issuance of Addenda to all Offerors, and to supplement the RFQ with information items, prior to the submission date of the submittal. Addenda issued to this RFQ may expand or cancel any portion or all Work described in this RFQ.
4. Clarify the information provided as part of the submittal, including but not limited to holding discussions or meetings with Offerors, requesting additional information from Offerors to support the information included in the submittal, and requesting clarified submittals.
5. Cancel this RFQ in whole or in part with or without substitution of another RFQ.
6. Take any action affecting the RFQ process or the project that are permissible under Ohio law.

1.14 CONTRACTOR REGISTRATION

Each Offeror awarded a contract shall be a registrant under Vendor Self Service (VSS) at time of award. Go to <http://www.cincinnati-oh.gov/vss/> to register.

1.15 CHANGES AND ADDENDA TO RFQ DOCUMENTS

Information on all changes or addenda issued in relation to this offer will be posted on the <https://data.cincinnati-oh.gov> website and will be on file with Sewers Procurement. It shall be the Offeror's responsibility to make the inquiry as to changes and addenda issued. All such changes or addenda shall become part of the RFQ and all Offerors shall be responsible for taking the contents of such changes or addenda into consideration when preparing and submitting the Submittal.

1.16 MSDGC SMALL BUSINESS ENTERPRISE PROGRAM

This RFQ is subject to the MSDGC Small Business Enterprise Program. The Metropolitan Sewer District of Greater Cincinnati (MSDGC) is committed to increase the participation of small businesses in all aspects of MSDGC contracting. That includes contracting with SBEs directly or indirectly through contracting, subcontracting and/or procurement activities. There are many qualified SBE firms that have performed work with MSDGC, but just as many qualified SBE firms that have not performed work with MSDGC. A tenet of the SBE Program is economic inclusion which includes providing opportunities to firms with little or no work history on MSDGC projects.

1.17 NON-DISCRIMINATION POLICY

MSD is committed to a policy of non-discrimination. Through its submittal, the Offeror agrees that:

- (A) That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates;
- (B) That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

1.18 MSDGC EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Prior to the award of the contract, the selected Offeror must complete and return a MSDGC Form 147; the form must be signed by a person authorized to bind the Offeror. More information on the MSDGC Equal Employment Opportunity Program can be found at the following website:

http://msdgc.org/about_msd/capital_improvement_program/construction_contracts/contract_compliance_program/eo/index.html.

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2 CONTRACT TERMS AND CONDITIONS

Refer to the **draft** Contract Terms and Conditions available for download on the <https://data.cincinnati-oh.gov> website.

These draft contract terms and conditions will apply to this RFQ once a vendor selection is made. The City reserves the right to amend, augment, change, enhance, or delete sections of the **draft** contract prior to its final execution with a selected vendor.

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3 SUBMITTALS

3.1 AUTHORIZATION OF SUBMITTAL

The Offeror's proposal must be signed by a person who has legal authority to contractually bind the Offeror.

3.2 CONTENT AND FORM OF SUBMITTAL; QUALIFICATIONS QUESTIONNAIRE

Offerors shall complete the *Qualifications Questionnaire* (QQ) and its AFFIDAVIT OF ACCURACY & SIGNATURE PAGE and provide attachments as outlined therein.

The information presented in the Offeror's submittal shall be clear, complete, and concise.

In addition to the instructions contained in the QQ, the following are also required for the composition (format) of any offer to this RFQ:

- The Offeror's submittal **SHALL** include all of the elements outlined in the QQ. Deviation from compliance with the QQ may render the submittal as "non-responsive" as determined by the City.
- **No verbal submittals are acceptable to the City.**
- Offerors **MAY NOT** use the MSDGC logo, City of Cincinnati logo or seal, or Hamilton County seal on their submittal package – **EXCEPT** when such logo or seal appears on forms or documents provided by the City for use by Offerors.
- The Offeror **MUST** submit one printed and bound original and three (3) copies, and an electronic copy of the submittal in PDF format (on CD, DVD, or flashdrive). Deviation from compliance with the number of copies required may render the submittal as "non-responsive" as determined by the City.
- The Offeror's submittal **MUST** include an original signed and notarized affidavit. Deviation from compliance with this requirement may render the submittal as "non-responsive" as determined by the City.
- **NO ADVERTISING LANGUAGE, BROCHURES, PAMPHLETS, OR OTHER BUSINESS SERVICES COMMUNICATIONS OR BUSINESS MARKETING MATERIALS SHALL SUBSTITUTE FOR OR FULFILL THE REQUIREMENTS AS OUTLINED IN THE QQ. NEITHER SHALL SUCH BUSINESS COMMUNICATIONS OR MARKETING MATERIALS BE ALLOWED TO BE SUBMITTED AS A COMPLEMENT TO THE QQ.**

Any inclusion of such materials as outlined above, or, in the determination of the city that meet the intent of such materials as outlined above, may render the offeror's submittal as "non-responsive" as determined by the city.

The QQ is available as a Microsoft Word document SEPARATE FROM THIS RFQ and available on <https://data.cincinnati-oh.gov>.

3.3 RESPONSIBILITY OF THE CITY

The City assumes no liability for any costs incurred in preparing or submitting any response to the RFQ.

3.4 EXCEPTIONS

Any exceptions to the draft Professional Agreement, the MSDGC Equal Employment Opportunity Program, or to any other portion of this RFQ must be made in writing and included with the Offeror's submittal. Exceptions may be determined to not be in the best interest of the City and may be a factor used in submittal evaluation and ranking. Any exceptions taken to the MSDGC Small Business Enterprise Program provisions of this RFQ may make the Offeror's submittal non-responsive.

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